Department: Department of Higher Education

Section: Information Technology

Division: University General Retention Schedule

Sub-Section:

TITLE: Application Development Files - Implemented

CUTOFF: WSO

DESCRIPTION: Records created and used in the development, redesign, or modification of an implemented automated system or application. Records include, but are not limited to, project management records, status reports, source code, draft system or subsystem specifications, draft user requirements and specifications, and related notes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24385   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Application Development Files - Not Implemented

CUTOFF: WSO

DESCRIPTION: Records created and used in the development, redesign, or modification of an automated system or application that is not implemented. Records include, but are not limited to, project management records, status reports, source code, draft system or subsystem specifications, draft user requirements and specifications, and related notes.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24386   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Audit Trail Files

CUTOFF: EOSFY

DESCRIPTION: Records of network or system events that can be used to reconstruct what occurred in a system at a given time. Records include, but are not limited to, data generated during the creation of a master file or database, or data used to validate a master file or database during a processing cycle.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24394   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Computer Job Schedules and Reports

CUTOFF: WSO

DESCRIPTION: Schedules of automated or manual computer jobs to be run on a system.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24395   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Computer Security Incidents

CUTOFF: Resolution of incident

DESCRIPTION: Records documenting unauthorized entry, probes, or attacks on data processing systems, information technology systems, telecommunications networks, and electronic security systems. Records include, but are not limited to, reports, logs, extracts, and compilations of data.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24392   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Conversion and Migration Files

CUTOFF: LSAD

DESCRIPTION: Records regarding the conversion and migration of information when computer equipment or software must be replaced. Records include, but are not limited to, documentation explaining what was converted or migrated, why it was converted or migrated, when, by whom, and other relevant documents.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: All telecommunications management records are kept in record series 24391 Telecommunications System Records.

DISPOSITION ACTION: Destroy

SERIES: 24380   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

Department: Department of Higher Education

Section: Information Technology

Division: University General Retention Schedule

Sub-Section:

TITLE: Data Documentation

CUTOFF: Decommission of system

DESCRIPTION: Records needed to access, retrieve, manipulate and interpret data in an automated system. May include data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24388   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: External Access and Usage Records

CUTOFF: WSO

DESCRIPTION: Records regarding the access and use of services provided via the Internet. Records are helpful for determining how the university's web resources are being utilized by visitors. Includes, but is not limited to website logs, FTP logs, and antivirus/antispam mail service logs.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24393   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Hardware and Software Procurement and Disposal

CUTOFF: Decommission of system

DESCRIPTION: Documentation of bidding, purchasing, and disposal processes for hardware and software. Records include, but are not limited to, vendor quotes, vendor contacts, purchase agreements, and bills of sale.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24397   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

Department: Department of Higher Education   Section: Information Technology

Division: University General Retention Schedule   Sub-Section:

TITLE: Hardware Warranty and Maintenance Files

CUTOFF: EOCY in which hardware is surplused or destroyed

DESCRIPTION: Records documenting the maintenance of the university's data processing equipment. These records are used to ensure compliance with any warranties or service contracts, schedule regular maintenance, and diagnose system or component problems. Records include, but are not limited to, computer equipment inventories, hardware performance reports, repair invoices, vendor information, site visit reports, service reports, service histories, warranties, maintenance logs, maintenance reports, related notes, and correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: All telecommunications management records are kept in record series 24391 Telecommunications System Records.

DISPOSITION ACTION: Destroy

SERIES: 24389   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Help Desk Logs and Reports

CUTOFF: EOAY that issue is resolved

DESCRIPTION: Records documenting requests from staff and students for technical assistance and the responses to these requests. These records can be useful for collecting information on computer equipment usage to compile monthly and annual statistics for planning, management analysis, and other administrative purposes.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24384   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Information Systems Backup Files

CUTOFF: Upon creation of backup

DESCRIPTION: Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or unintentional destruction. Backups are performed on a regular basis and are not intended for retention purposes.

RETENTION: Years: 0 Months: 0 Days: 28

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24381   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

Department: Department of Higher Education   Section: Information Technology

Division: University General Retention Schedule   Sub-Section:

TITLE: Information Systems Usage Files   **CUTOFF:** WSO

DESCRIPTION: Files or logs created to monitor internal computer system and network usage. Records may be needed for summary reports, billing, system audits, or may be related to other purposes such as system security or evaluation of overall system performance. Records include, but are not limited to, log-in files, system usage files, charge-back files, firewall logs, data entry logs, and records of individual computer program usage.	**RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: Base information used to compile reports for cost allocation.

DISPOSITION ACTION: Destroy

SERIES: 24383   **SERIES STATUS:** Pending   **APPROVAL DATE:**

TITLE: Security Access Records   **CUTOFF:** EOCY in which access removed

DESCRIPTION: Records created to control or monitor individual access to a system and its data. These records are created primarily for security purposes, although some records, particularly user account records, are needed for data processing, fiscal audits, or creating user accounts. Records include, but are not limited to, user account records, security logs, and password files.	**RETENTION:** Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24382   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Software Licensing Files   **CUTOFF:** WSO

DESCRIPTION: Documentation of the licensure and implementation of computer software programs by the institution. Records include, but are not limited to, records regarding permitted uses, rights and restrictions, warranty information, liability statements, and laws governing the product.	**RETENTION:** Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24396   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Software Maintenance and Support Files

CUTOFF: Decommission of system

DESCRIPTION: Records regarding data processing equipment software, and vendors. Records include, but are not limited to, documentation of support services, site visit reports, service reports, service histories, and correspondence.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24390   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016

TITLE: Telecommunications System Records

CUTOFF: Decommission of system

DESCRIPTION: Records documenting the creation, modification, and disposition of university telecommunications systems. Records include, but are not limited to, equipment records, Federal Communications Commission records, repair orders, system planning records, telecommunications maintenance contracts, and related correspondence.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24391   **SERIES STATUS:** Approved   **APPROVAL DATE:** 11/15/2016